Staffing Guide

Position Description:		Hotel Accounting Technician		

What Determines Staffing Standard (Circle key factors that apply)	• Hours of Operation _____ • Occupancy Rate _____ • Seasonal/Peak Workload _____	• Staff Supervised _____ • Facility Layout _____ • Facility Size __x____	• Facility Age _____ • Hotel Manager is Fund Administrator ___x__ • _____ ___

Workload/Staffing Comments:

Works for either the Hotel Manager or Hotel Comptroller.
In Medium and Large operations performs the night audit function.
May be scheduled for Manager on Duty shifts in conjunction with night audit and front desk agent duties.

	Small (1-75 rooms)	Medium (76-199 rooms)	Large (200-399 rooms)	Extra Large (400-799 rooms)	Super Large (799+ rooms)
Staffing Standard	**1 (NF-2) 50 + rooms**	**1 (NF-2)**	**1 (NF-2)**	**1 (NF-2) 400 to 599 rooms** ***** **1 (NF-2) 600 + rooms (Position may be upgraded to (NF-3) if property does not have comptroller)**	**1 (NF-2)** ***** **(Position may be upgraded to (NF-3) if property does not have comptroller)**
Alternate Staffing Standard (If Required)	**Not Authorized**	**Not Authorized**	**Not Authorized**	****** **1 additional (NF-2) may be authorized when there is not MWR FMD support.**	****** **1 additional (NF-2) may be authorized when there is not MWR FMD support.**

Explanation of Alternative Staffing Standard: When comptroller is established, NF3 accounting technician may not be authorized.

* If there is no Hotel Comptroller, the hotel accounting technician position may be upgraded to NF-3
** Requirements for additional Hotel Accounting Technician is determined by IMWRF Financial Management Support.

Staffing Standard Footnotes: